

Contract User Guide for ITT57

How to Use the ITT57 Statewide Contract: 2-way Radio Equipment and Supplies

UPDATED: 06/28/2018

| | |
|--------------------------------|---|
| Contract #: | ITT57 |
| MMARS MA #: | ITT57* |
| Initial Contract Term: | 09/25/2015 to 10/31/2018 |
| Maximum End Date: | October 31 st , 2020, Two 1 year renewals to 2020 |
| Current Contract Term: | 09/25/2017 to 10/31/2018 |
| Contract Manager: | Betty Fernandez, (617) 720-3133, Betty.Fernandez@mass.gov |
| This Contract Contains: | Environmentally Preferable Products, MBE/MWBE/WBE, Service Disabled Veteran-Owned Business |
| UNSPSC Codes: | 43-19-15, 43-19-16, 43-22-17, 81-11-18 |

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a Statewide Contract for ITT57 offers 2-way radio equipment, supplies and services.

Contract Categories

This contract includes 3 categories of radio equipment and services as listed below.

- Category 1: Manufacturer Sales & Service
- Category 2: Value Added Reseller (VAR) Sales & Service
- Category 3: Catalog Sales

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Buyers have a choice of working directly with the manufacturers or with local authorized resellers.
- Competitive pricing
- Local resellers and service centers, many of which are small businesses, offer competitive pricing and fast response times.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit COMMBUYS.com and search for ITT57 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for ITT57 visit, [PO-16-1080-OSD03-SRC01-00000006701](https://www.mass.gov/doc/PO-16-1080-OSD03-SRC01-00000006701).
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for ITT57 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for ITT57 and can be accessed directly by visiting [PO-16-1080-OSD03-SRC01-00000006701](https://www.mass.gov/doc/PO-16-1080-OSD03-SRC01-00000006701).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

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Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent;
10. Other entities when designated in writing by the State Purchasing Agent.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Construction Requirements

Purchasers must ensure that any services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at mass.gov/ig/procurement-assistance. Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases; fee for service; rental (not to exceed 6 months); and license.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by [vendor information](#) page, where links to all the vendors MBPO's should be provided.

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Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

When contacting a vendor on statewide contract, always reference ITT57 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

To obtain in depth contract information please go to the COMMBUYS website (www.COMMBUYS.com), click on Advanced Search (magnifying glass icon), search for Contracts/Blankets, and type "ITT57" into the Brief Description field. Then click "Find It." In the search results, click on the MBPO to access:

- **Contract User Guide** – the latest version of this document
- **Request for Response (RFR)** – the original bid document containing complete service specifications

Click on an individual vendor's MBPO to access:

- **Vendor Price Sheet** – price sheets list product lines, discounts, services, warranties, and catalog links for product reference.

How To Purchase From The Contract

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

Obtaining Quotes

Contract users should always reference ITT57 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value. Commonwealth Agencies are required to seek quotes from multiple Statewide Contractors prior to issuing a Purchase Order for goods. Seeking multiple quotes for services is recommended, but not required. Purchase orders under this contract will be based on awarded Quotes.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

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- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

Quotes not including construction services:

Award based on best value.

Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

All or part of the services available under this contract may require the payment of prevailing wages. Vendors must provide in the appropriate Cost Table their percentage or dollar mark-up for Prevailing Wage hourly rates. Percentages and dollar mark-ups may be zero, e.g. 0% or \$0. This means that the Purchasing Entity will be invoiced at the Prevailing Wage rate.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

Contract Exclusions and Related Statewide Contracts

Leasing is not available on this contract. Leases may be procured through ITC49 IT Asset Leasing. TELP-eligible leases may be procured through PRF54. Please see the Contract User Guides for these statewide contracts in order to understand how they may be used with this statewide contract.

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Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery/Returns

Shipping, Delivery and Acceptance: Shipping shall be FOB Destination Freight Prepaid

Additional Information/FAQs

Technical Support: Contractors shall supply at no charge, limited telephone technical support accessible toll-free, from at least 8 A.M. – 6 P.M., Monday through Friday for three (3) years after purchase. The maximum response time to technical support calls is four (4) hours from initial request to on-scene arrival unless otherwise agreed in writing between the Purchasing Entity and the Contractor. Bidders must include the costs, if any, for technical support calls in the Cost Tables.

Geographical Service Area

https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf

Product Specifications, including Environmental Standards and Requirements

Warranties

The warranty for the Commonwealth shall be the manufacturer's standard warranty starting from the date of acceptance by the Purchasing Entity. New equipment under this contract must be factory new and carry a guarantee that maintenance will be available from the Contractor for a period of at least five (5) years from date of equipment acceptance by the Purchasing Entity. All equipment shall be in excellent working condition and shall include the new OEM equipment guarantee.

Used equipment of factory reconditioned equipment under this contract must carry a guarantee that maintenance will be available from the Contractor for a period of at least five (5) years from date of acceptance by the Purchasing Entity. All equipment shall be in excellent working condition and delivered with all standard OEM provided accessories, cables and manuals. The equipment shall include the new OEM equipment guarantee. All equipment that is sold as used or factory reconditioned must be identified as such to the Purchasing Entity on any quote and before any order is accepted. The cost for factory reconditioned equipment will be negotiated between the Contractor and the Purchasing Entity and will be less than the current contract price for new equipment and less than or equal to the current market price. For extended warranties, refer to the cost table found through the [Vendor List and Information](#).

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and

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accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.

- **Dock Delivery Discount:** discount is provided if product is delivered directly to the loading dock

If the Needed Product Can Not be Found

If radio equipment or service cannot be found in the vendor’s catalog, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If radio equipment or service meets the scope of the product category, the vendor may be able to add it to their product offerings.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 1 year beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

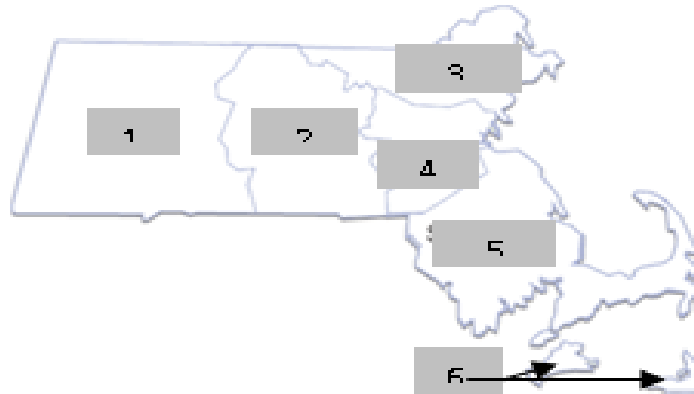
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Strategic Sourcing Team Members

- Anthony P. Delaney, Operational Services Division
- Tim Kennedy, Operational Services Division

Vendor List and Contract Information

For the purposes of this RFR the Commonwealth of Massachusetts has been divided into six (6) regions which include specific counties as indicated on the map and descriptions below:



1. West Region, including Berkshire, Franklin, Hampshire and Hampden Counties;
2. Central Region, including Worcester County;
3. Northeast Region, including Middlesex and Essex Counties;
4. Boston Region, including Suffolk and Norfolk Counties;
5. Southeast Region, including Plymouth, Bristol and Barnstable Counties;
6. Islands Region, including Dukes and Nantucket Counties.

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Vendor List and Information*

| Vendor | Master Blanket Purchase Order # | COMMBUYS Catalog Punch Out Available | MMARS Vendor Code and Vendor Line | Contact Person | Phone # | Email | Categories | Counties | Discounts (PPD, Dock Delivery, Other) | MBE MWBE WBE Veteran | Minimum Order | List any other important items |
|---------------------------------|--|--------------------------------------|-----------------------------------|------------------|--------------------|----------------------------|------------|-----------------------|--|----------------------|---------------|--------------------------------|
| All-Comm Technologies | PO-16-1080-OSD03-SRC01-00000005957 | No | VC6000174 957, 2 | Paul Boudreau | (781) 289-3000 | pboudreau@allcomm1.com | Category 2 | Regions 3, 4, 5 | 2%- 10 days | yes | N/A | N/A |
| Applied Communications Services | PO-16-1080-OSD03-SRC01-00000006289 | No | VC0000649 049, 10 | Stefan Georgules | (508) 393-9312 x21 | sgeorgules@appliedcomm.com | Category 2 | Statewide | none | yes | N/A | N/A |
| Beltronics | PO-16-1080-OSD03-SRC01-00000006302 | No | VC0000812 578, 13 | Bernie Peabody | (800) 323-5876 | bernie@beltronics.net | Category 2 | Regions 1, 2, 3, 5 | none | yes | N/A | N/A |
| Comtronics | PO-16-1080-OSD03-SRC01-00000005958 | No | VC6000176 000, 3 | Lynn Chandler | (617) 770-0212 | itt40@radioshop.com | Category 2 | Statewide | 2%- 10 days 1.5%- 15 days 1%- 20 days | yes | N/A | N/A |
| Connecticut Radio | PO-16-1080-OSD03-SRC01-00000006303 | No | VC0000812 579, 14 | D.J. Bighinatti | (860) 563-4867 | dj@connradio.com | Category 2 | Regions 1, 2, 3, 4, 5 | none | yes | N/A | N/A |
| Cyber Communications | PO-16-1080-OSD03-SRC01-00000005959 | No | VC6000197 708, 6 | John Connolly | (781) 647-1010 | jconnolly@cybercomminc.com | Category 2 | Statewide | 2.5%- 10 days 1.5%- 15 days 1%- 20 days .50%- 30 days | yes | N/A | N/A |
| D&R Communications | PO-16-1080-OSD03-SRC01- | No | VC0000813 996,15 | Roger Santerre | (508) 943- | RBS@D RRADIO.COM | Category 2 | Regions 2, 3, 4 | none | yes | N/A | N/A |

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| Vendor | Master Blanket Purchase Order # | COMMBUYS Catalog Punch Out Available | MMARS Vendor Code and Vendor Line | Contact Person | Phone # | Email | Categories | Counties | Discounts (PPD, Dock Delivery, Other) | MBE MWBE WBE Veteran | Minimum Order | List any other important items |
|----------------------------------|--|--------------------------------------|-----------------------------------|--------------------|----------------|---|------------|-----------------------|---|----------------------|---------------|--------------------------------|
| | 00000006304 | | | | 9595 | | | | | | | |
| Eastern Communications | PO-16-1080-OSD03-SRC01-00000006291 | No | VC0000800857, 11 | Gregg Moshensky | (718) 729-2044 | df@easterncommunications.com | Category 2 | Statewide | none | yes | N/A | N/A |
| Green Mountain Communications | PO-16-1080-OSD03-SRC01-00000005960 | No | VC0000467298, 4 | Lisa Cohen | (603) 717-7117 | w.solutions@greenmountaincommunications.com | Category 2 | Statewide | .50%- 10 days .25%- 15 days .10%- 20 days | yes | N/A | N/A |
| Icom America | PO-16-1080-OSD03-SRC01-00000006300 | No | VC0000251699, 7 | Kristina Pickering | (425) 450-6092 | govsales@icomamerica.com | Category 1 | Statewide | 2%- 10 days | yes | N/A | N/A |
| Industrial Communications | PO-16-1080-OSD03-SRC01-00000005961 | No | VC0000223763, 5 | Melissa Goodwin | (781) 319-1087 | melissa.goodwin@induscom.com | Category 2 | Regions 2, 3, 4, 5, 6 | 2%- 10 days 1%- 15 days | yes | N/A | N/A |
| Marcus Communications | PO-16-1080-OSD03-SRC01-00000006627 | No | VC0000764973, 12 | Michael Bula | (860) 646-1839 | mike@marcusradio.com | Category 2 | Statewide | none | yes | N/A | N/A |
| Motorola Solutions | PO-16-1080-OSD03-SRC01-00000005885 | No | VC6000239139, 1 | Mike Sheridan | (860) 646-1839 | msheridan@motorolasolutions.com | Category 1 | Statewide | none | yes | N/A | N/A |
| Pittsfield Communication Systems | PO-16-1080-OSD03-SRC01-00000006292 | No | VC6000179304, 8 | John Ullrich | (413) 448-8214 | jullrich@bcn.net | Category 2 | Region 1 | 2%- 10 days 1.5%- 15 days 1%- 20 days | yes | N/A | N/A |
| TCS Communications | PO-16-1080-OSD03-SRC01- | No | VC6000167385, 9 | Todd Williams | (978) 465- | todd.williams@tc | Category 2 | Statewide | 2%- 10 days 1.5%- 15 days | yes | N/A | N/A |

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OPERATIONAL SERVICES DIVISION

| Vendor | Master Blanket Purchase Order # | COMMBUYS Catalog Punch Out Available | MMARS Vendor Code and Vendor Line | Contact Person | Phone # | Email | Categories | Counties | Discounts (PPD, Dock Delivery, Other) | MBE MWBE WBE Veteran | Minimum Order | List any other important items |
|--------|---------------------------------|--------------------------------------|-----------------------------------|----------------|---------|---------------------|------------|----------|---------------------------------------|----------------------|---------------|--------------------------------|
| | 00000006301 | | | | 7932 | scommunications.com | | de | 1%- 20 days .50%- 30 days | | | |

* Note that COMMBUYS is the official system of record for vendor contact information.

** [PO-16-1080-OSD03-SRC01-00000006701](#) is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

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Appendix A:

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